Supplier Relationship Management System

(SRM)

Bidding Process

USER MANUAL

for

SUPPLIERS

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Created by: SRM Core Team – HCL

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HCL Infosystems Ltd.

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1. Introduction ….

For a supplier to participate in the Bidding Process, a supplier has to be created as a Bidder. Only a registered and approved / accepted supplier in SRM system or an existing vendor with a valid HCL Vendor Code can be created as a Bidder in SRM system.

User ID and password is provided to the supplier in advance for participating in the Bidding Process.

Bidding process is completed in two steps: Technical Bidding & Commercial Bidding.

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2. System Requirement for SRM - Bidding Process…

Supplier /User's computer system should be installed with the following for using SRM Module-Bidding Process:

a) Windows XP or Windows 7 Operating system ;
b) Internet Explorer (IE) ver. 6 or 7 or 8 ;
c) Java version 1.6 update 23 (specifically required for Reverse Auction Process) ;

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3. Bidding Process Steps for Supplier...

Step 1: Once a Bid is published by HCL, e-mail is sent in auto mode to the selected Bidder contact person with the necessary Website URL info.

Step 2: To participate in the Bidding process, selected **Bidders** have to login to HCL Website – www.hclinfosystems.com –Groupsites –HCL SRM – Supplier Portal -SRM Enterprise Portal option using the Bidder/user login & Password provided to them by HCL.
The Website link is: http://pocurement.hclinsys.com/irj/portal for SRM Enterprise Portal screen.

Technical Bidding

Note: In this process, the Bid is created by Buyer with Detailed Price Information as NO PRICE.

Step 3: Bidders/Suppliers have to open and analyze the Published Technical Bid(RFx) and send response to HCL.
a) Bidders have to select Tab: Strategic Purchasing, then Strategic Sourcing – >RFx – Published list , and choose the Bid no. mentioned on their Bid Invitation e-mail receive from HCL
b) Bidders have to Participate in the Bid & create Response for the Bid.
c) Each Bidder has to Update the answers to the questions (both general & Item) mentioned in the BID.
d) Bidders should go through the terms & conditions mentioned under Notes & attachment TAB.
e) After updating the required details, Bidders have to **submit** their Bid Response.

Step 4: Once the Deadline date & time is reached, the Bid is closed for further Response.

Step 5: Once the Bid response are received for a particular Bid, it is available for the Buyer to review.

Commercial Bidding

Note: In this process , the Bid is created by Buyer with Detailed Price Information as SIMPLE PRICE.

Step 6: After reviewing the Technical Bid, buyer publishes the **Commercial Bid** for inviting the Price to be quoted by the Bidder/Supplier.

Note: Once Commercial Bid is created w.r.t the Technical Bid, status of this technical Bid/ RFx appears as Transaction Closed.

Step 7: E-mail is sent again in Auto mode to the selected Bidders once Commercial Bid is published.

Step 8: Bidders have to login and then
- Participate in the bid.
- Update the Price against each item.
- Submit their Bid Response.

NOTE: Once Bid deadline date & time is reached, Bid is closed.

Step 9: The Commercial Bid responses are evaluated by the Buyers i.e Bid originator and the best Bid Response is accepted.

Step 10: Accepted Bid will be sent to the approver (Buyer Manager) for the final acceptence.

Note: Status of the Bid is: **Transaction closed** after final acceptance.

Step 11: The best Bid is awarded or accepted bid can be sent further for Reverse Auction to selected approved multiple Bidders, if desired.

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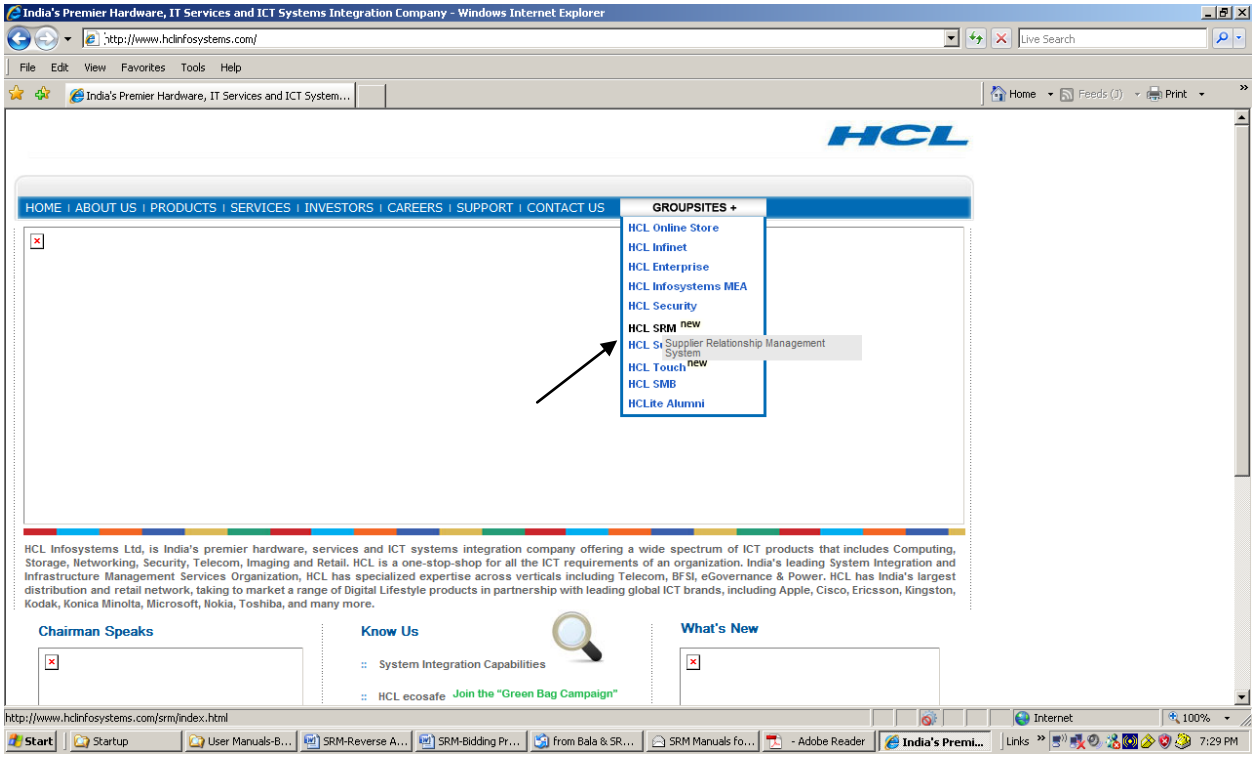
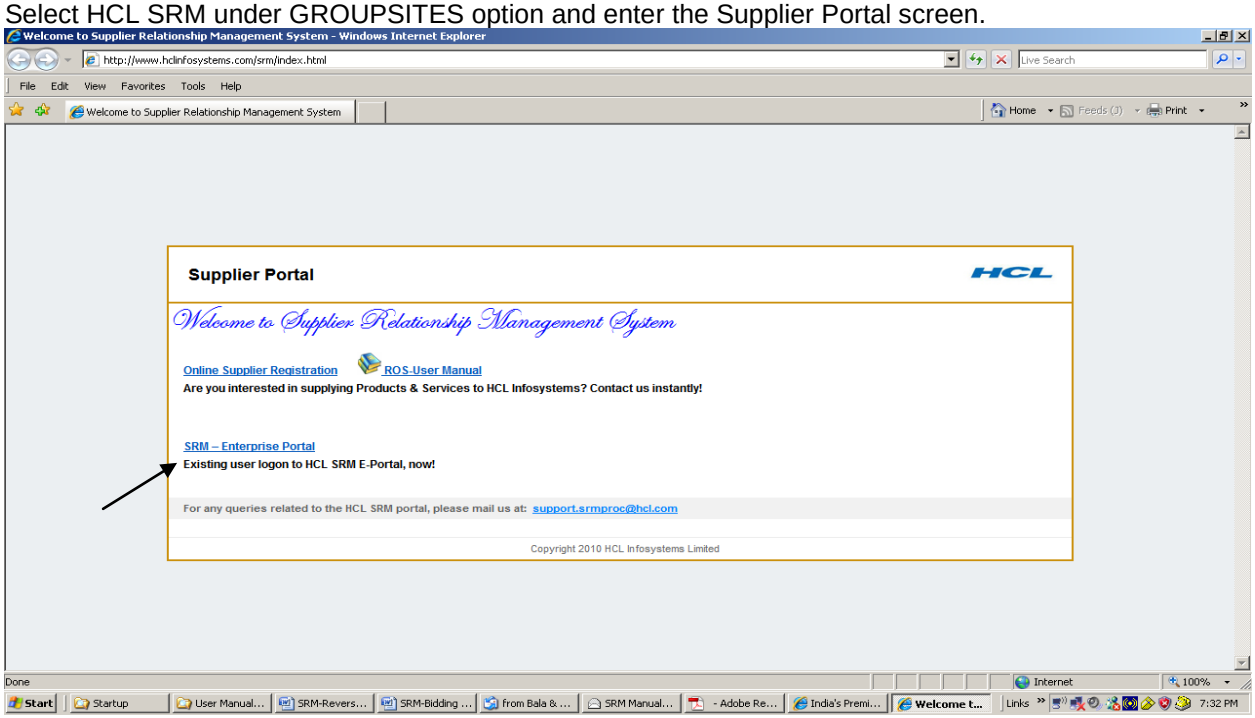
4. How to access the Bids raised by HCL…

To access the Bid document, supplier has to access the HCL Infosystems Website:
www.hclinfosystems.com -->GROUPSITES-->HCL SRM → SRM Enterprise portal.


India's Premier Hardware, IT Services and ICT Systems Integration Company - Windows Internet Explorer
http://www.hclinfosystems.com/
HCL
HOME | ABOUT US | PRODUCTS | SERVICES | INVESTORS | CAREERS | SUPPORT | CONTACT US
GROUPSITES +
HCL Online Store
HCL Infinet
HCL Enterprise
HCL Infosystems MEA
HCL Security
HCL SRM new
HCL Supplier Relationship Management System
HCL Touch new
HCL SMB
HCLite Alumni
HCL Infosystems Ltd, is India's premier hardware, services and ICT systems integration company offering a wide spectrum of ICT products that includes Computing, Storage, Networking, Security, Telecom, Imaging and Retail. HCL is a one-stop-shop for all the ICT requirements of an organization. India's leading System Integration and Infrastructure Management Services Organization, HCL has specialized expertise across verticals including Telecom, BFSI, eGovernance & Power. HCL has India's largest distribution and retail network, taking to market a range of Digital Lifestyle products in partnership with leading global ICT brands, including Apple, Cisco, Ericsson, Kingston, Kodak, Konica Minolta, Microsoft, Nokia, Toshiba, and many more.
Chairman Speaks
Know Us
System Integration Capabilities
HCL ecosafe Join the "Green Bag Campaign"
What's New

Select HCL SRM under GROUPSITES option and enter the Supplier Portal screen.


Welcome to Supplier Relationship Management System - Windows Internet Explorer
http://www.hclinfosystems.com/srm/index.html
Supplier Portal
HCL
Welcome to Supplier Relationship Management System
Online Supplier Registration
ROS-User Manual
Are you interested in supplying Products & Services to HCL Infosystems? Contact us instantly!
SRM – Enterprise Portal
Existing user logon to HCL SRM E-Portal, now!
For any queries related to the HCL SRM portal, please mail us at: support.srmproc@hcl.com
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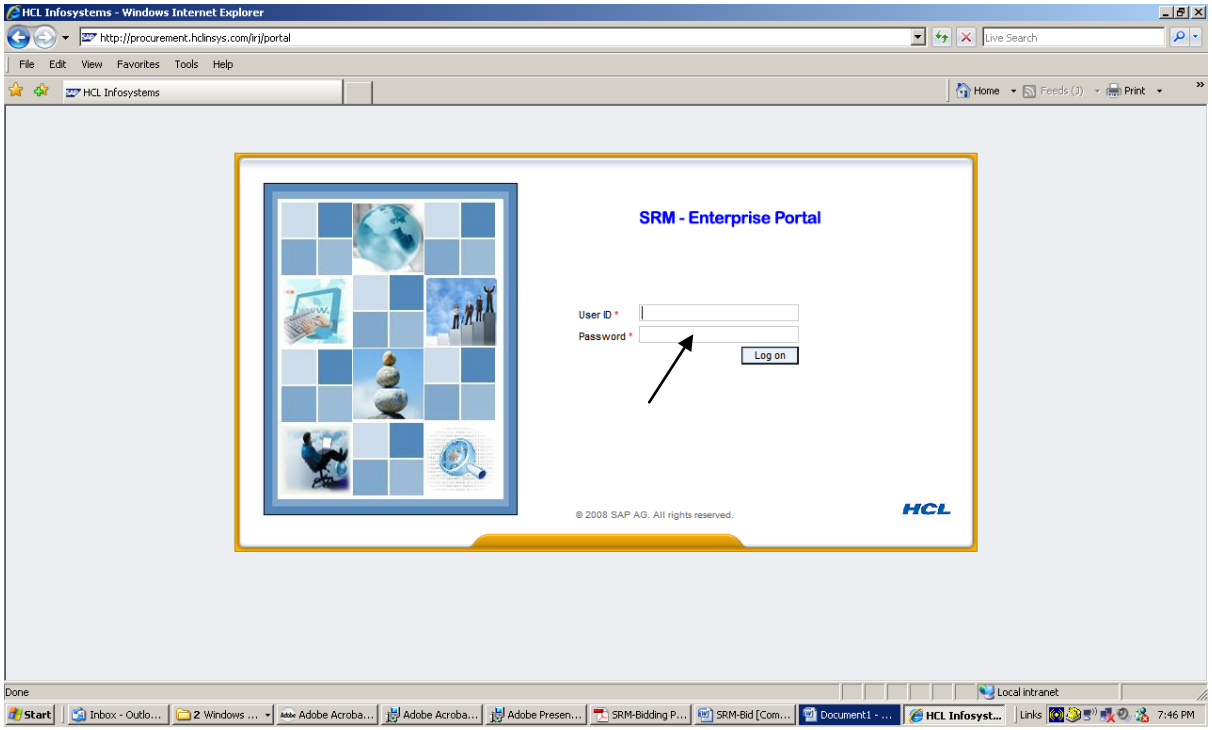
Select SRM-Enterprise Portal …



Login using the User ID and Password received from HCL.

Once the Bidder enters the Supplier Screen, Bidder has to search for / locate the published Bid mentioned in the e-mail intimation received from HCL (details given in the next section).

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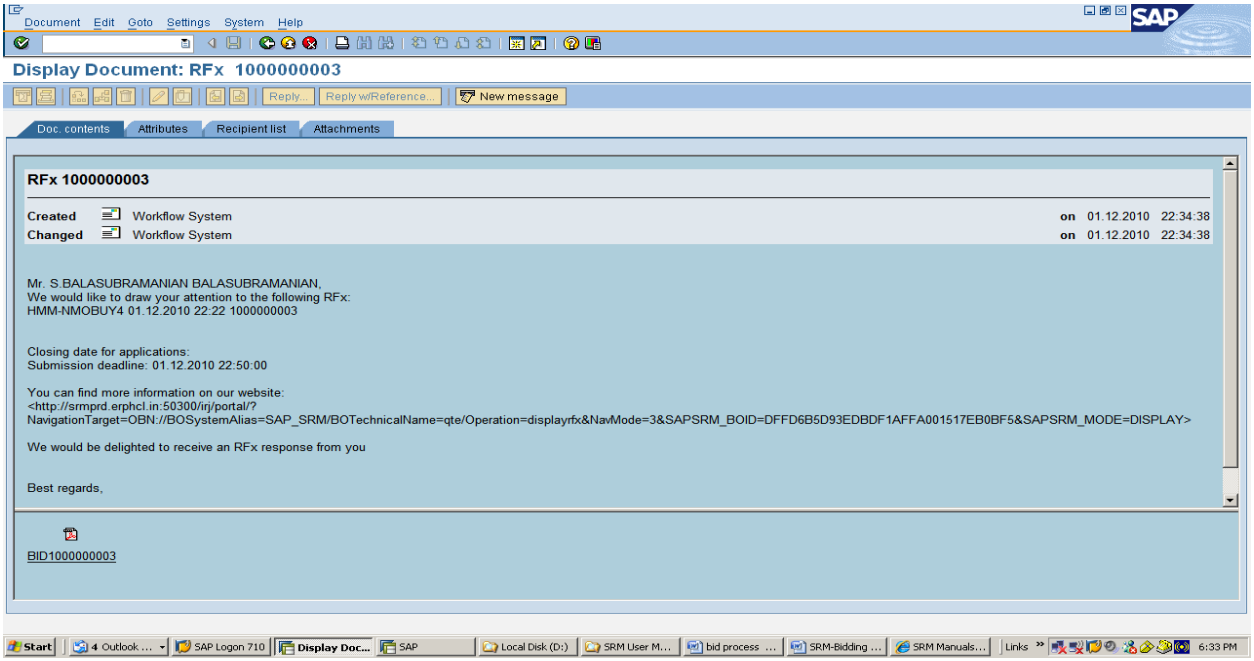
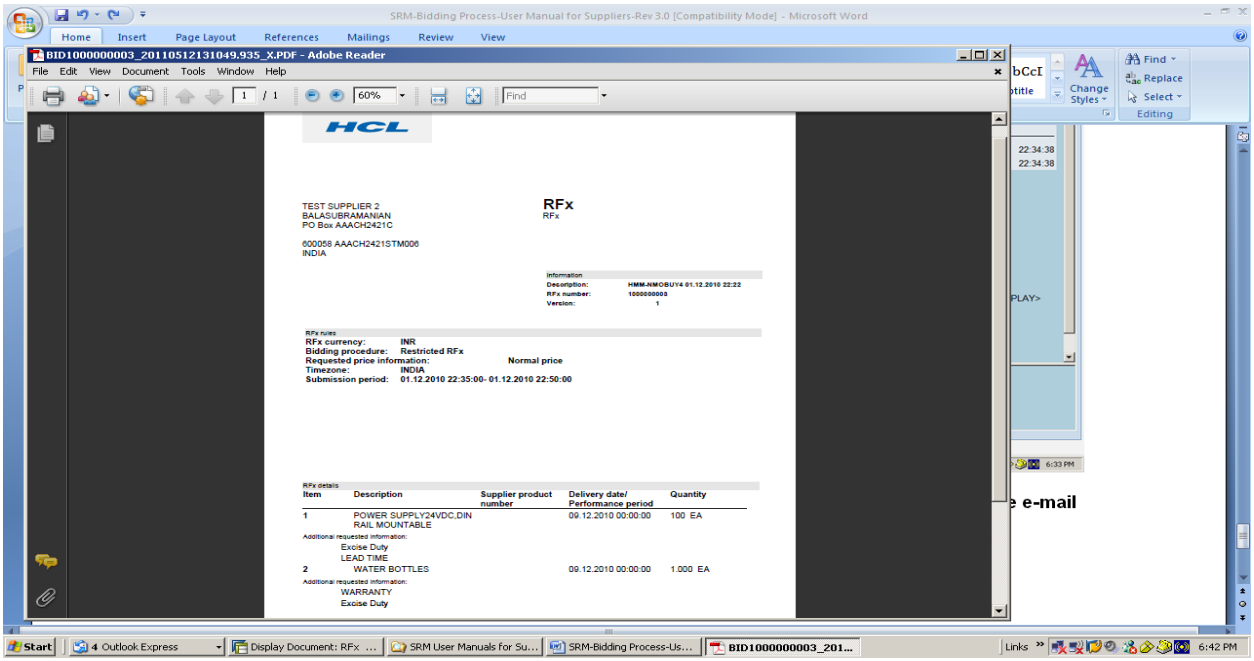
5. Bidding Process details (with screen shots)…..

5.1 When a Technical Bid doc. is published by HCL buyer, Bidders selected in the Bid doc. will receive an intimation e-mail from HCL in the e-mail ID of the Bidder's/Supplier's Contact person, so that they can participate in that particular Bidding process.

Format of the the e-mail is given below:

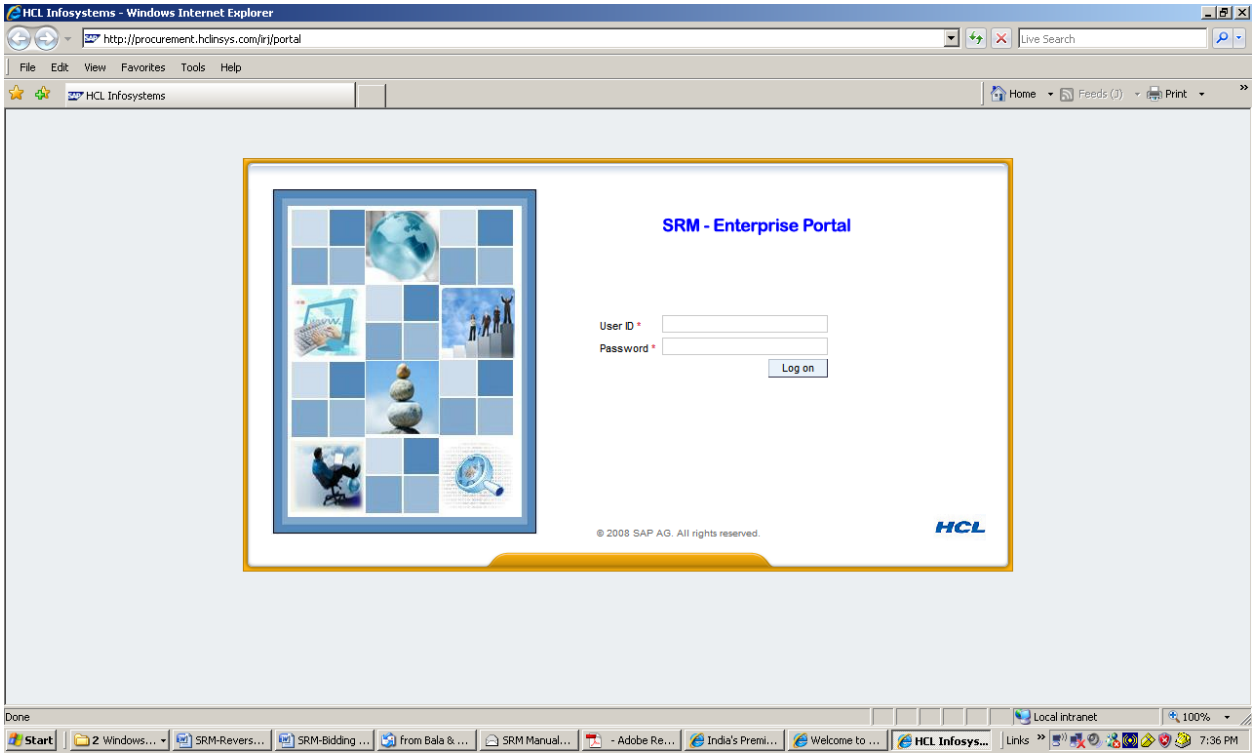

Document Edit Goto Settings System Help
Display Document: RFx 1000000003
Reply... Reply w/Reference... New message
Doc. contents Attributes Recipient list Attachments
RFx 1000000003
Created Workflow System on 01.12.2010 22:34:38
Changed Workflow System on 01.12.2010 22:34:38
Mr. S.BALASUBRAMANIAN BALASUBRAMANIAN,
We would like to draw your attention to the following RFx:
HMM-NMOBUY4 01.12.2010 22:22 1000000003
Closing date for applications:
Submission deadline: 01.12.2010 22:50:00
You can find more information on our website:
<http://srmprd.erphcl.in:50300/irj/portal/?
NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM_BOID=DFFD6B5D93EDBDF1AFFA001517EB0BF5&SAPSRM_MODE=DISPLAY>
We would be delighted to receive an RFx response from you
Best regards,
BID1000000003

Also the Technical Bid document created by buyer in SAP SRM system is attached with the e-mail e .g given below:



5.2 To participate in the Bidding Process, Supplier has to Login to the SRM Enterprise Portal screen via HCL Website:***www.hclinfosystems.com*** as mentioned in previous section

OR access via URL:http://***procurement.hclinsys.com/irj/portal***



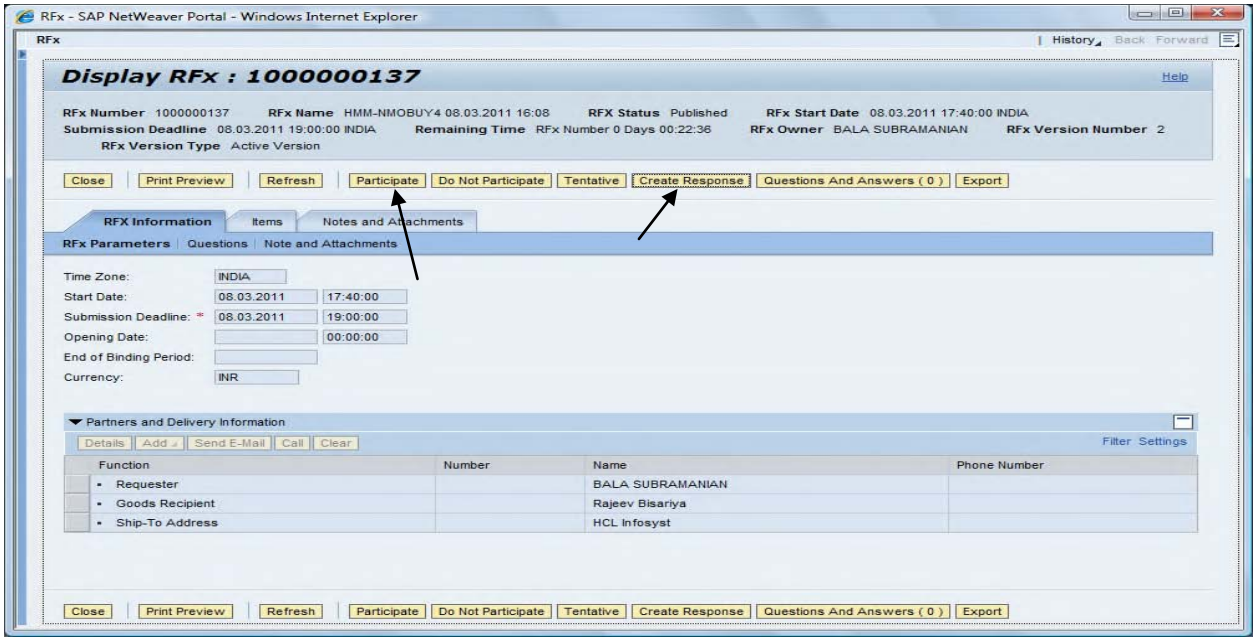
Enter the User ID and Password …

5.3 Refer to the e-mail received from HCL for the RFx(Technical Bid)doc. details and view the supplier screen….

Go to option RFX and Auctions.

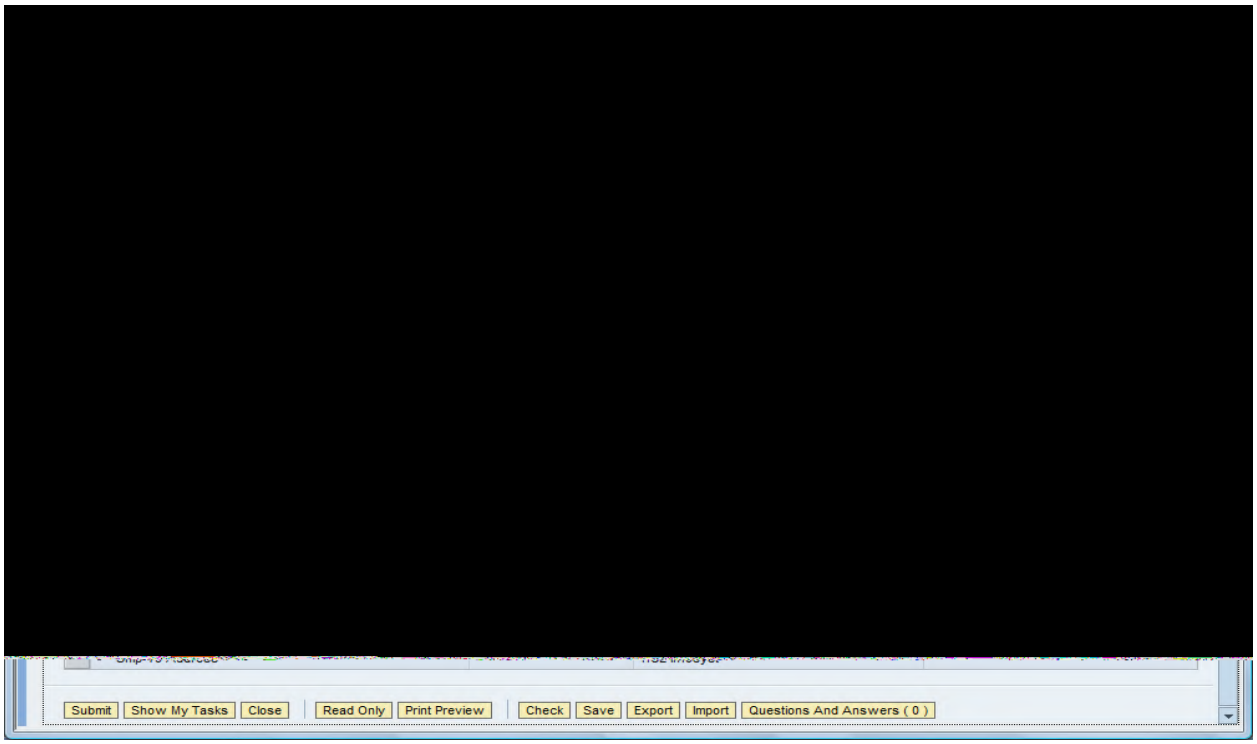
Select RA doc no. /Event no. (mentioned in the e-mail received from HCL for Bid) from the list of published docs ,OR search for the Published Bid/RFx doc no. using option: **Quick criteria maintenance**.

5.4 Participate in the Bidding process & Create RFx Response



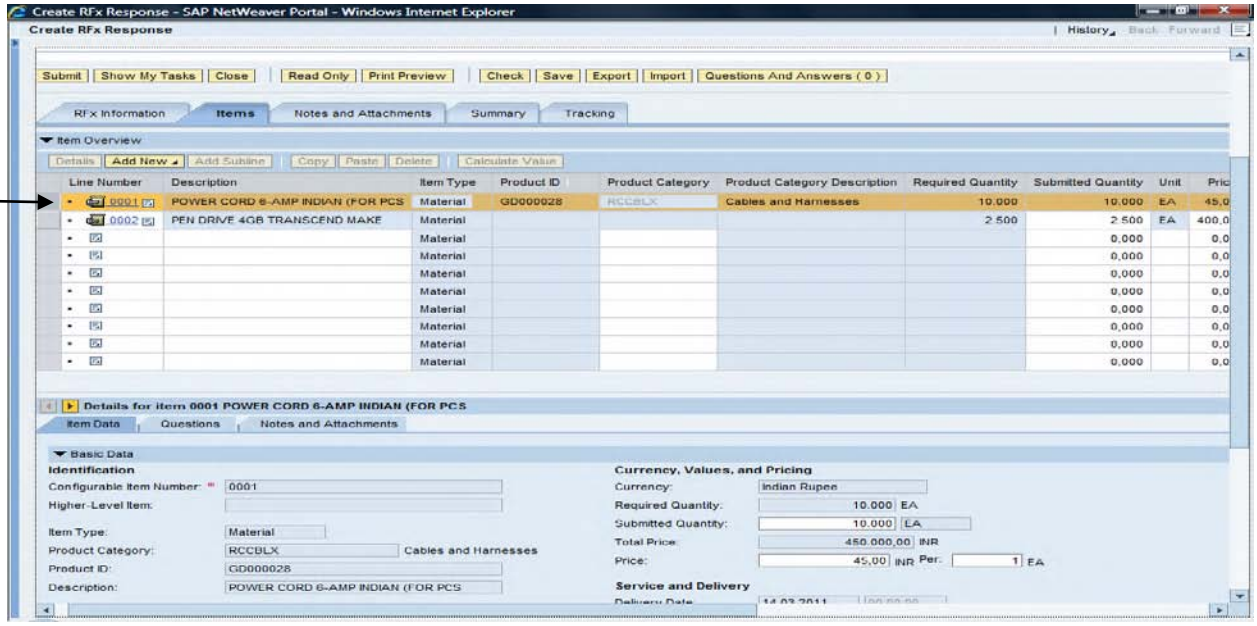
Click Participate & click Create Response.

5.5 Update the RFx Basic Data, General Questions etc..



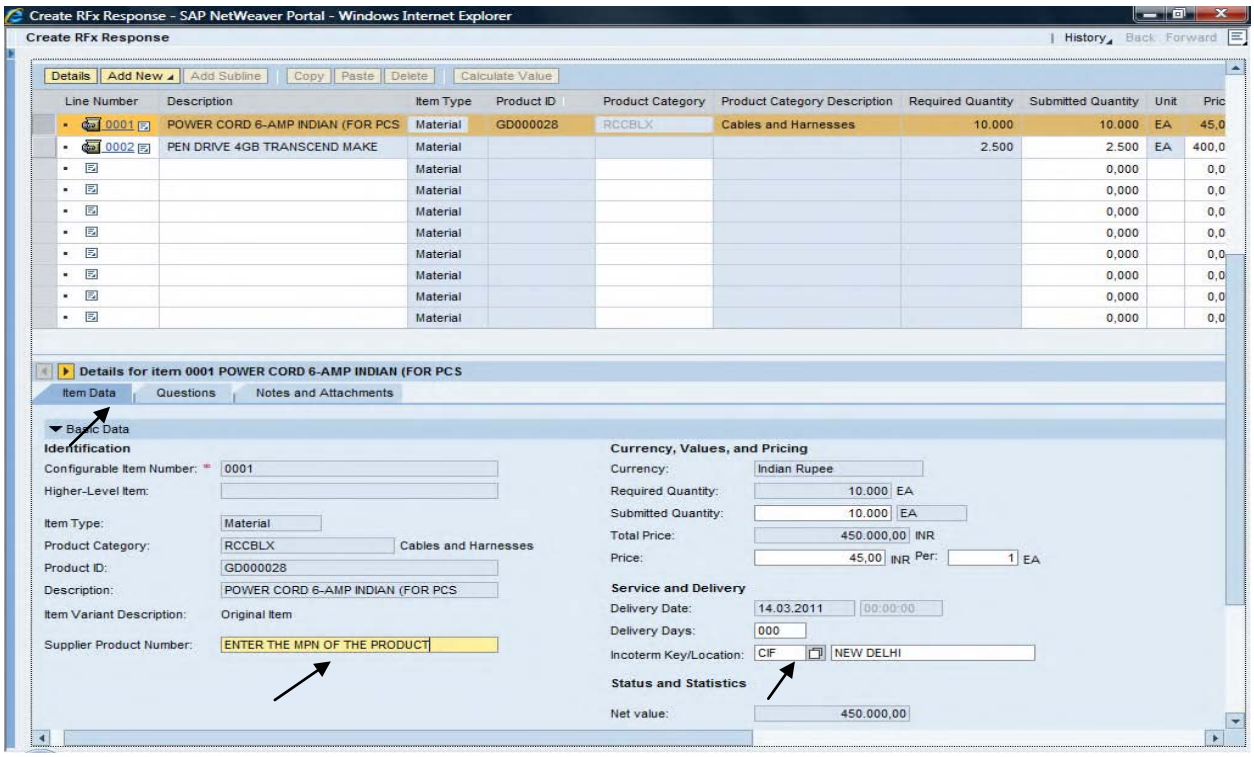
Select the Currency in which Supplier Wants to Bid, Incoterm , Payment Term (Header level details)
View Notes and attachments for Terms & Conditions of the Bid.
View Partners & Delivery information for the details.

5.6 View the Item Level details



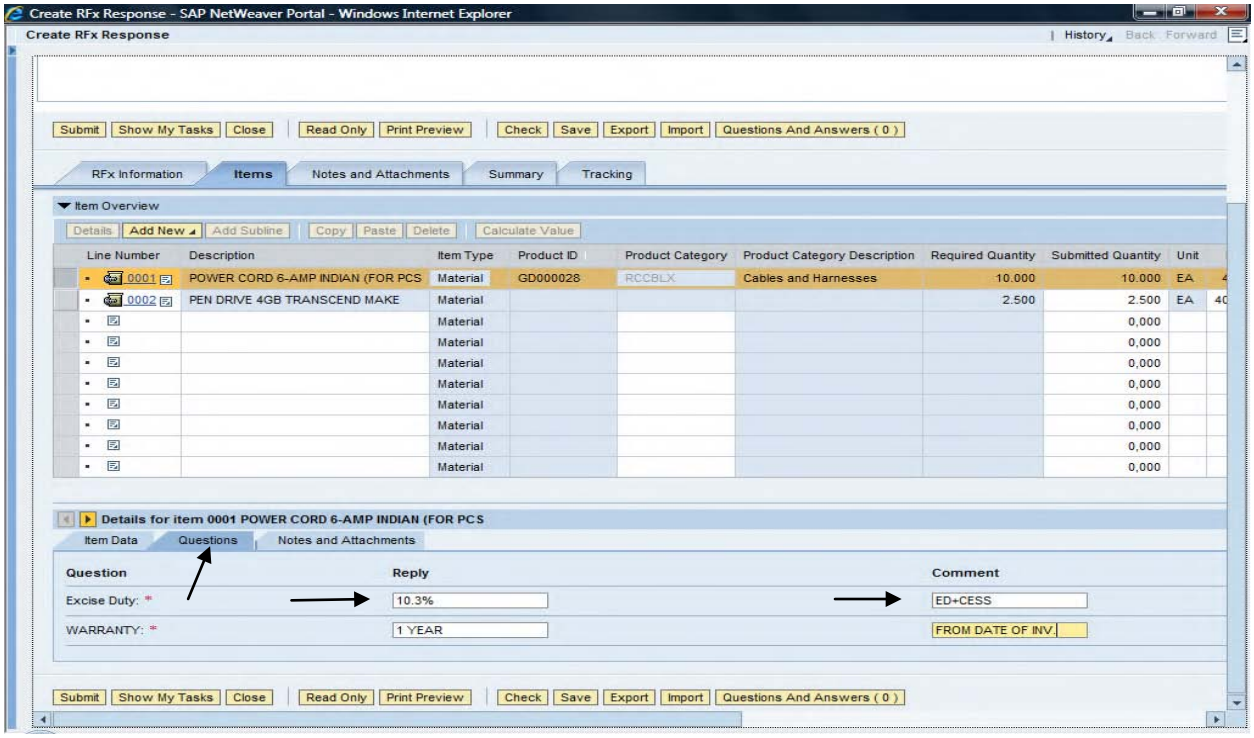
Select the Line Number to view the Attribute of the Item and enter the same under Item data.

5.7 Select Item Data Tab & update the details like Supplier Product no. , Incoterm etc.



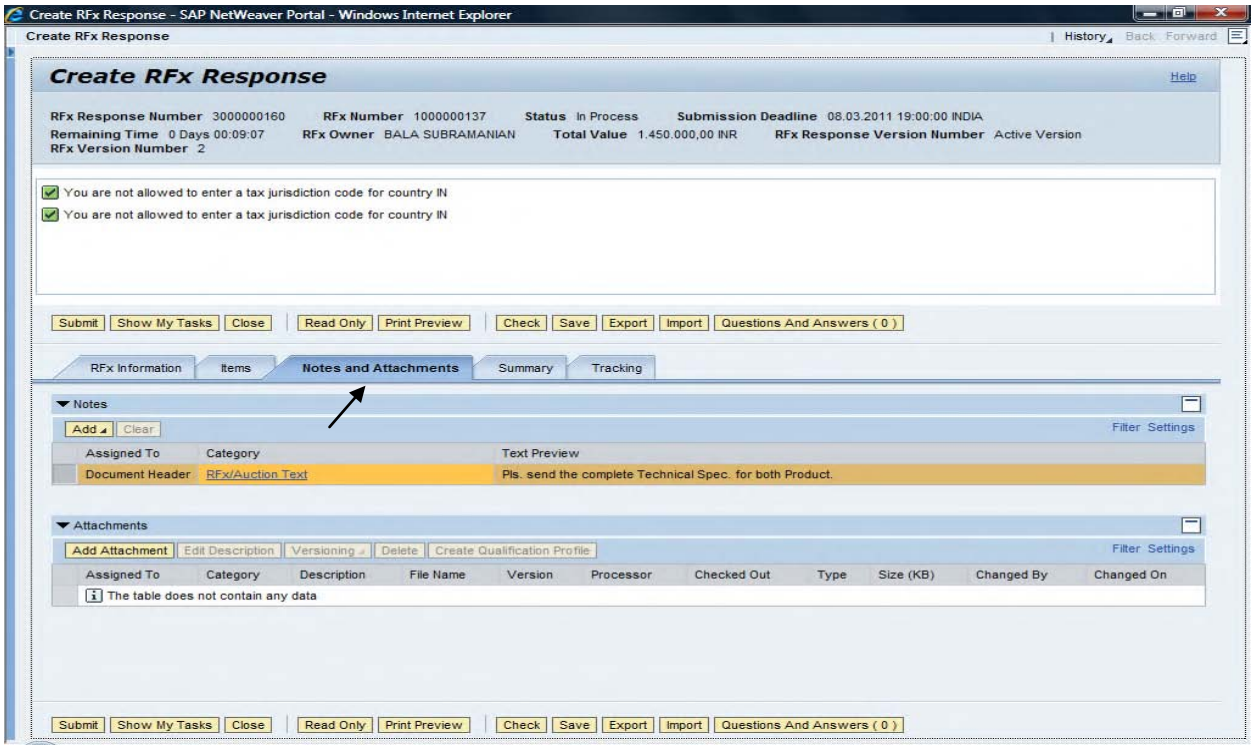
Enter the required fields and Click Questions to view the Attribute.

5.8 View the item Questions & update the attributes , e.g Excise Duty,Warranty etc.



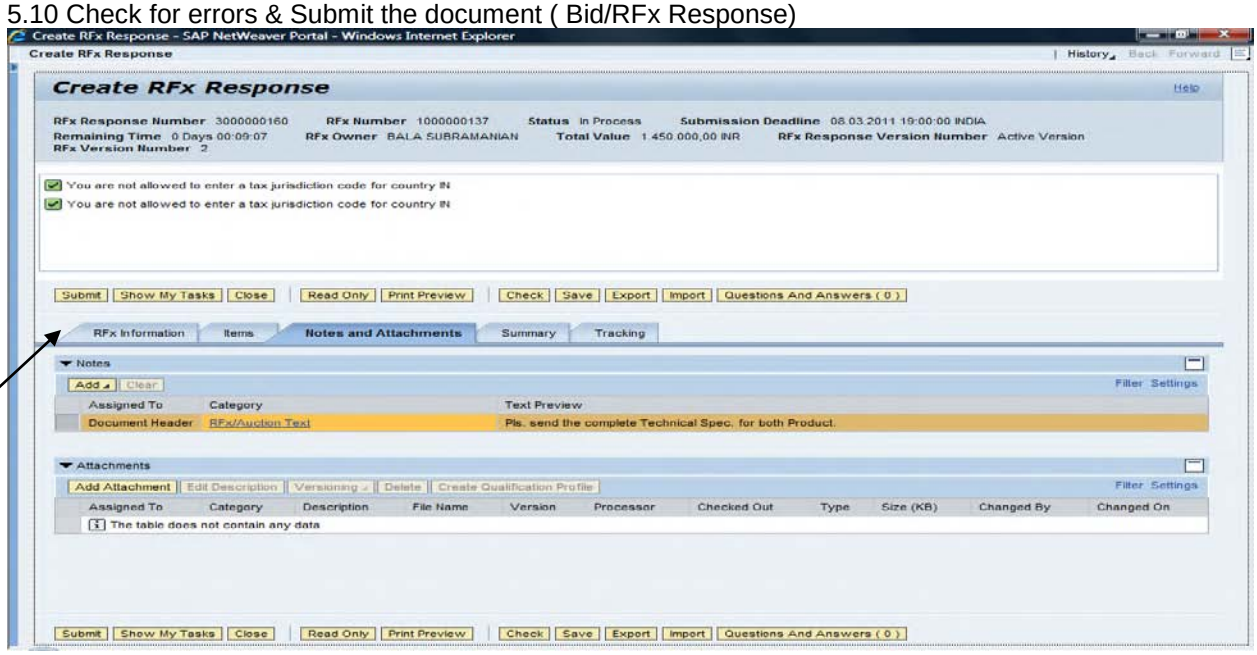
Fill the required details in the Attributes.

5.9 View Notes & attachments.


Create RFx Response - SAP NetWeaver Portal - Windows Internet Explorer
Create RFx Response
Create RFx Response
RFx Response Number 3000000160
RFx Number 1000000137
Status In Process
Submission Deadline 08.03.2011 19:00:00 INDIA
Remaining Time 0 Days 00:09:07
RFx Owner BALA SUBRAMANIAN
Total Value 1.450.000,00 INR
RFx Response Version Number Active Version
RFx Version Number 2
You are not allowed to enter a tax jurisdiction code for country IN
You are not allowed to enter a tax jurisdiction code for country IN
RFx Information
Items
Notes and Attachments
Summary
Tracking
Notes
Assigned To
Category
Text Preview
Document Header
RFx/Auction Text
Pls. send the complete Technical Spec. for both Product.
Attachments
The table does not contain any data

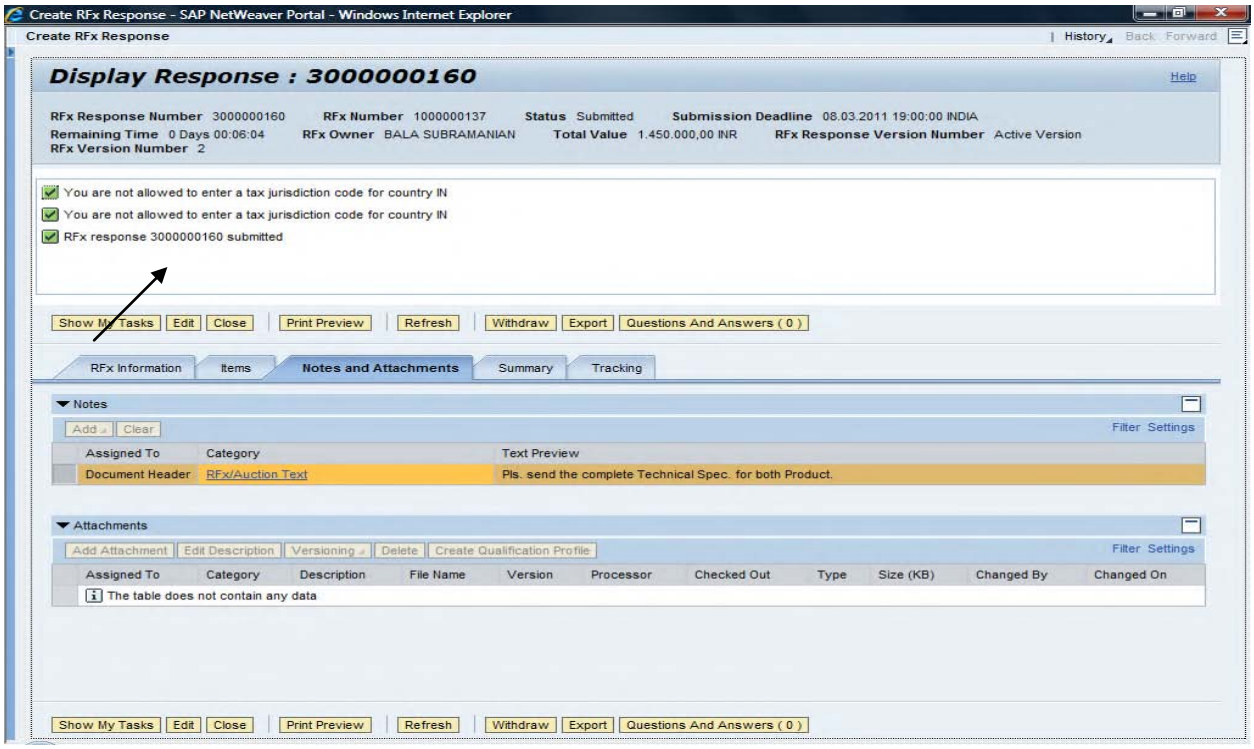
Go to Notes & Attachments to view any notes given by Buyer.

5.10 Check for errors & Submit the document (Bid/RFx Response)


Create RFx Response - SAP NetWeaver Portal - Windows Internet Explorer
Create RFx Response
Create RFx Response
RFx Response Number 3000000160 RFx Number 1000000137 Status In Process Submission Deadline 08.03.2011 19:00:00 INDIA
Remaining Time 0 Days 00:09:07 RFx Owner BALA SUBRAMANIAN Total Value 1.450.000,00 INR RFx Response Version Number Active Version
RFx Version Number 2
You are not allowed to enter a tax jurisdiction code for country IN
You are not allowed to enter a tax jurisdiction code for country IN
Submit Show My Tasks Close Read Only Print Preview Check Save Export Import Questions And Answers (0)
RFx Information Items Notes and Attachments Summary Tracking
Notes
Add Clear
Assigned To Category Text Preview
Document Header RFx/Auction Text Pls. send the complete Technical Spec. for both Product.
Attachments
Add Attachment Edit Description Versioning Delete Create Qualification Profile
Assigned To Category Description File Name Version Processor Checked Out Type Size (KB) Changed By Changed On
The table does not contain any data

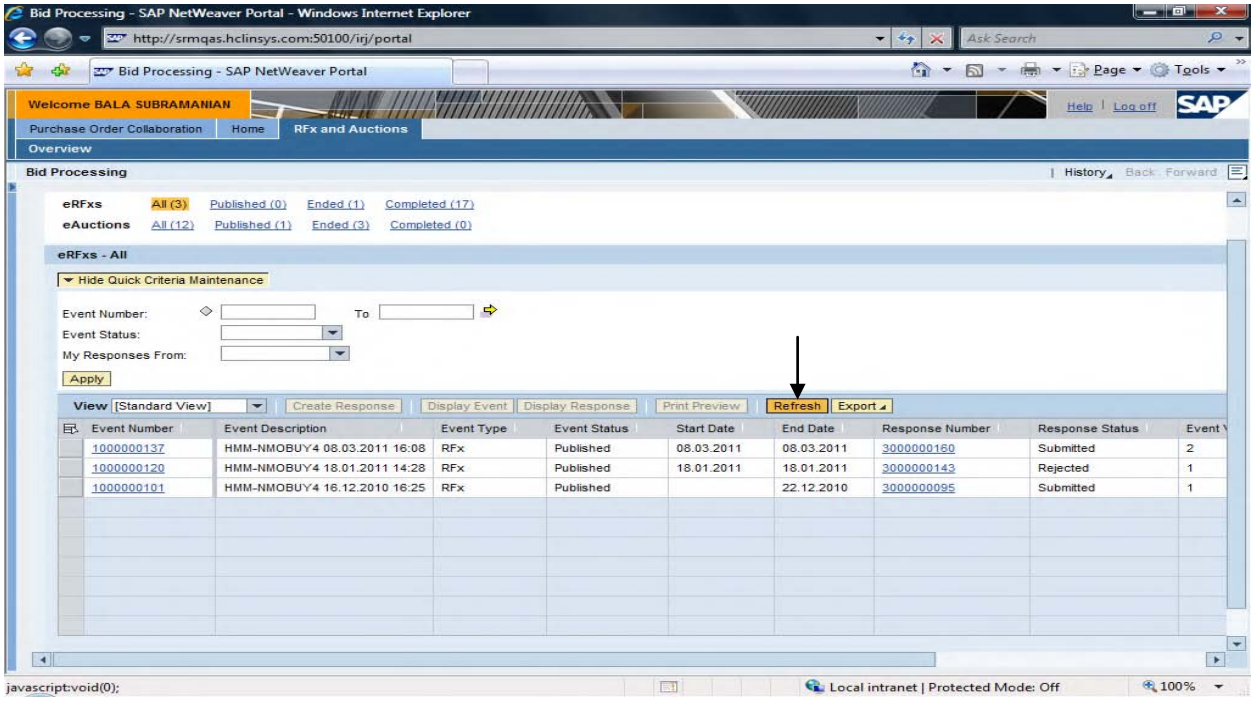
Click check button to check if any info. not updated or error /mistake, it will give an error message in Red Highlighted.
Iif there is no error , you can see Message in Green Highlighted.
Select **Submit** now.

5.11 Once the Response is submitted, the status of the Doc. is Submitted in the suppliers screen.


Create RFx Response - SAP NetWeaver Portal - Windows Internet Explorer
Create RFx Response
Display Response : 3000000160
RFx Response Number 3000000160 RFx Number 1000000137 Status Submitted Submission Deadline 08.03.2011 19:00:00 INDIA
Remaining Time 0 Days 00:06:04 RFx Owner BALA SUBRAMANIAN Total Value 1.450.000,00 INR RFx Response Version Number Active Version
RFx Version Number 2
You are not allowed to enter a tax jurisdiction code for country IN
You are not allowed to enter a tax jurisdiction code for country IN
RFx response 3000000160 submitted
Show My Tasks Edit Close Print Preview Refresh Withdraw Export Questions And Answers (0)
RFx Information Items Notes and Attachments Summary Tracking
Notes
Add Clear
Assigned To Category Text Preview
Document Header RFx/Auction Text Pls. send the complete Technical Spec. for both Product.
Attachments
Add Attachment Edit Description Versioning Delete Create Qualification Profile
Assigned To Category Description File Name Version Processor Checked Out Type Size (KB) Changed By Changed On
The table does not contain any data

Now your RFx response is Posted

5.12 RFx status changed to Submitted from In Process.
Click Close Button and click Refresh Button to see the Status on Entry Screen.


Bid Processing - SAP NetWeaver Portal - Windows Internet Explorer
http://srmqas.hclinsys.com:50100/irj/portal
Welcome BALA SUBRAMANIAN
Purchase Order Collaboration
Home
RFx and Auctions
Overview
Bid Processing
eRFxs All (3) Published (0) Ended (1) Completed (17)
eAuctions All (12) Published (1) Ended (3) Completed (0)
eRFxs - All
Hide Quick Criteria Maintenance
Event Number:
To
Event Status:
My Responses From:
Apply
View [Standard View]
Create Response
Display Event
Display Response
Print Preview
Refresh
Export
Event Number | Event Description | Event Type | Event Status | Start Date | End Date | Response Number | Response Status
1000000137 | HMM-NMOBUY4 08.03.2011 16:08 | RFx | Published | 08.03.2011 | 08.03.2011 | 3000000160 | Submitted
1000000120 | HMM-NMOBUY4 18.01.2011 14:28 | RFx | Published | 18.01.2011 | 18.01.2011 | 3000000143 | Rejected
1000000101 | HMM-NMOBUY4 16.12.2010 16:25 | RFx | Published | | 22.12.2010 | 3000000095 | Submitted
javascript:void(0);
Local intranet | Protected Mode: Off
100%

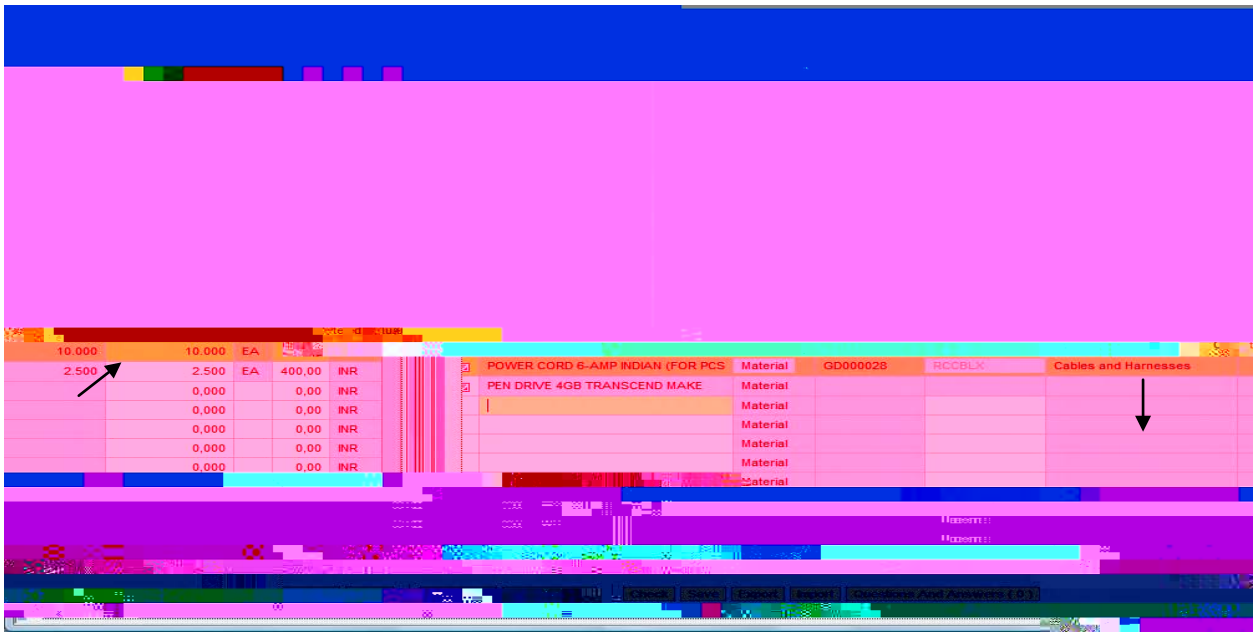
Click Refersh the status for the RFx with Response Number is Viewable in front screen.
Note: The Response should be submitted before the RFx End date & End time.

Thus, the Supplier Response is submitted successfully for review at Buyer's end.

5.13 Create **Commercial Bid Response**

This step is to be done after Technical Bidding is over & again the RFx is published by Buyer for Commercial Bidding .

When the **Commercial Bid is Published by the buyer, c**lick **Items → Price** to enter the price for the product.



Click Item Tab & Enter the Price for the product listed.

Submit the RFx Response again in the same way as done for Technical Bid.

Once the Commercial Bid is reviewed at the buyer's end , the best Bid may be awarded to the Supplier or the Bid can be converted to Reverse Auction.

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6. How to contact HCL for Support …

For any issues, external suppliers can contact HCL at *support.srmproc@hcl.com* .
This e-mail ID is available in our HCL Website :
www.hclinfosystems.com –> GROUPSITES → HCL SRM →Supplier Portal screen.

******* END *******